DEPARTMENT OF THE ARMY
HEADQUARTERS, EASTERN REGION
UNITED STATES ARMY CADET COMMAND
BUILDING 1468, 328 THIRD AVENUE
FORT KNOX, KY 40121-5117

REPLY TO
ATTENTION OF:

ATOE-PA

2 1 AUG 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Eastern Region Transition to the New Evaluation Reporting System

1. As most of you are aware, the Army has implemented new changes to the Officer Evaluation Reporting (OER) and NCO Evaluation Reporting (NCOER) systems. These changes include changes to policy, forms, and software used to prepare the reports. The new regulations and forms went into effect Army-wide 15 Jun 06, with a 120 day transition period. Effective 18 Sep 06, Eastern Region will begin using the new policies, forms, and software.

2. To ensure a smooth transition, a detailed training packet is available for Eastern Region personnel on the Eastern Region website, under the S1 Division, Evaluations at the following web address:
   http://www.usaac.army.mil/acce/S1/evals/ER_Evals_Training.ppt

All Eastern Region military personnel and civilian personnel who rate military or are involved in evaluation processing, are required to read the training packet. The instructions are very user friendly and detailed, and the information is best understood if the packet is printed out and the instructions followed while using AKO My Forms.

3. Personnel are required to use the AKO My Forms Portal to initiate, process, and submit evaluations. Due to this requirement, all personnel involved with evaluations must possess an AKO account. Contractors and university employees who currently do not have an AKO account can be sponsored in AKO by any current AKO user to gain an account.

4. The new forms operate using PureEdge and ApproveIT software. This software is already loaded on Eastern Region HQ and Brigade HQ automated systems. Personnel located off of a military installation will need to download the software using their AKO account. Instructions are included in the training packet. While both electronic and manual signatures are possible on the new forms, Eastern Region policy is all electronic signatures. Once an evaluation is manually signed it becomes a paper document and cannot be returned to the electronic processing system.

5. Electronic submission of evaluations to HRC is a part of the new system, however, electronic submission is currently not operational. We will continue to use current processing and submission channels until further notice. Evaluations that have the Region Commander in the rating chain will be routed: original to Ms Patricia Klockow and info to Mr. Travis Riddick. For evaluations completed at the battalion or brigade level, the original will be routed to Mr. Travis Riddick.
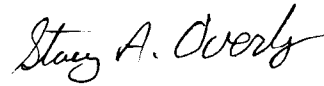
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6. The point of contact is the Eastern Region S1, LTC Seal, at (502) 624-2724.

7. "Train to Lead--We Commission."

FOR THE COMMANDER:

STACY A. OVERBY
LTC, IN
Chief of Staff

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